

## KNOX BOX® Information

### Introduction

The Leander Fire Department requires the use of a rapid Entry Key Box System, or Knox Box®, key box system. The Knox Box® can securely store keys, access cards, key fobs, elevator keys, electrical shunt trips, or other vital information needed to assist emergency responders. This information is intended to outline the requirements for the proper type and installation of secure key boxes and padlocks.

### Occupancies Requiring a Knox Box

A Knox Box® is required on all new construction and existing construction undergoing remodel. When access to a building or area is necessary for life-saving or fire fighting purposes, or for access to fire protection equipment, a Knox Box® will be required as designated by the Fire Marshal.

All occupancies having a fire sprinklers system, fire alarm system, special hazards, hazardous materials or high piled storage are required to install a Knox Box®. The size of the key box shall be determined by the type of occupancy and hazards present.

Buildings having a designated riser or alarm panel room may require additional key boxes located near their respective access points.

### Location of the Knox Box

The Knox Box® shall be installed within 10 feet of the main entrance. All Knox Box® systems shall be installed a minimum of 4 feet and maximum of 6 feet from finished grade. Additional key boxes may be required based upon access, use of the occupancy and size.

### Access Controlled Gates

A Knox® Padlock or is required on all manual access controlled gates, when the gates obstruct the fire lane or otherwise obstruct access for emergency response. In addition, a Knox® Key Switch (KS-2) is required for all automatic access gates.

### Specifications

The minimum key box acceptable is the 3200 Series. For multi-tenant, multi-story and larger commercial buildings a 4100 or 4400 Series will be required. Buildings housing an elevator are required to install a Knox® Elevator/Lobby Box. Consideration should be given to the intended use of the building when selecting the key box and number of access points.

### How to Order a Knox Product

All Knox® products for the City of Leander may be ordered online through <http://www.knoxbox.com/> or if preferred, you may pick up a signed application in our office at 101 E Sonny Drive, 2<sup>nd</sup> floor, Fire Administration Building. Further information and product specifications can be found on Knox's® website.

Joshua Davis  
Fire Marshal



Leander Fire Department

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